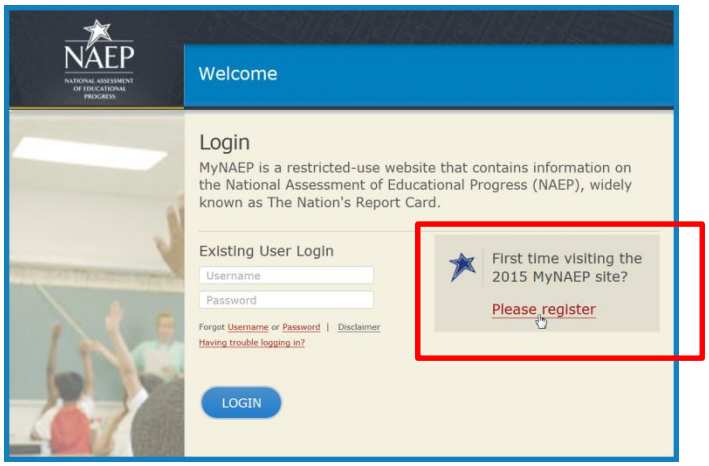
MyNAEP Registration Instructions

1. Go to https://www.mynaep.com and select the **Please register** link.

Figure 1

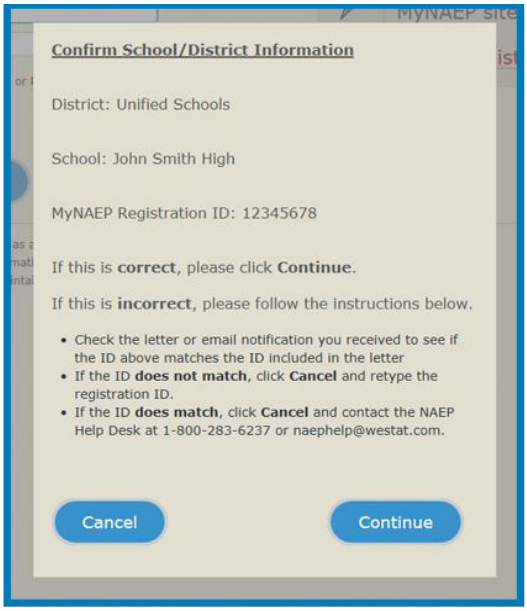


2. Enter your registration ID (**XXXXXXXX**) and select **Continue**.

Figure 2

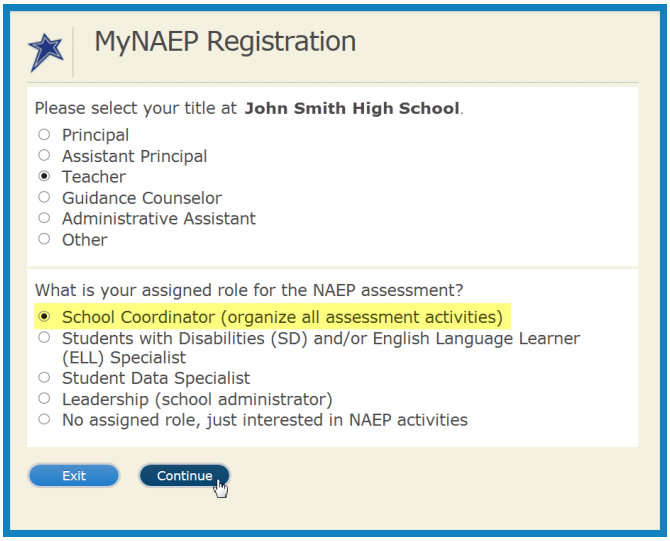
3. A confirmation window will appear to ensure that you are registering for the correct school or district. Select **Continue** if the information is correct. If the information is incorrect, follow the instructions in the window and select **Cancel**.

Figure 3



4. Select your job title and your assigned role for the NAEP assessment. If you are the designated NAEP coordinator at your school, make sure to select School Coordinator for the assigned role (see **Figure 4**).

Figure 4



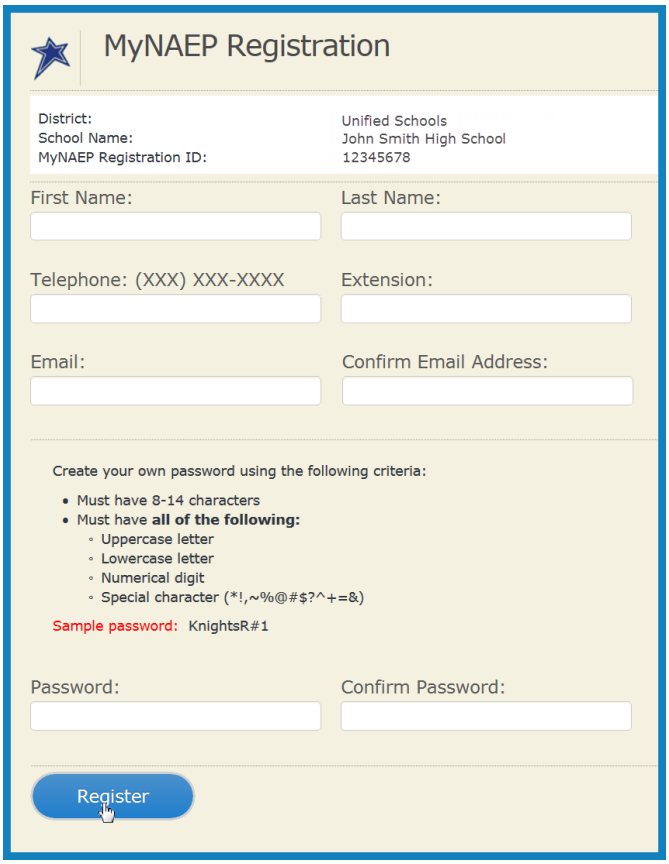
5. The registration form will appear. Enter your name, phone number, and email address (see **Figure 5**).

6. Create your own password **using the following criteria** (see **Figure 5**).
    a. Must have 8-14 characters
    b. Needs **at least one of each**:
        i. uppercase letter
        ii. lowercase letter
        iii. numerical digit
        iv. special character (*!,~%@#$%?^+=&)

        Sample password: **KnightsR#1**

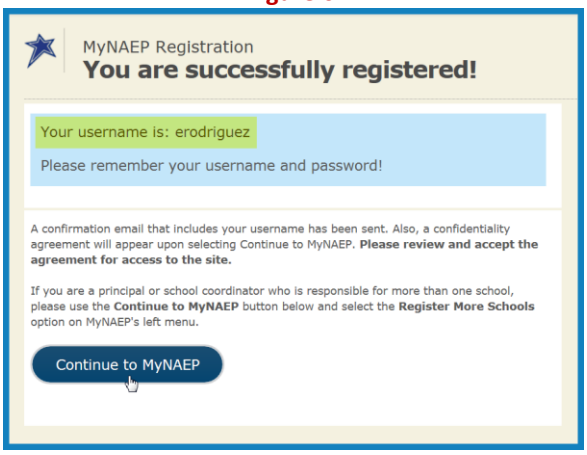
7. **Make sure to remember your password** – write it down if necessary. Select **Register** (see **Figure 5**).

Figure 5



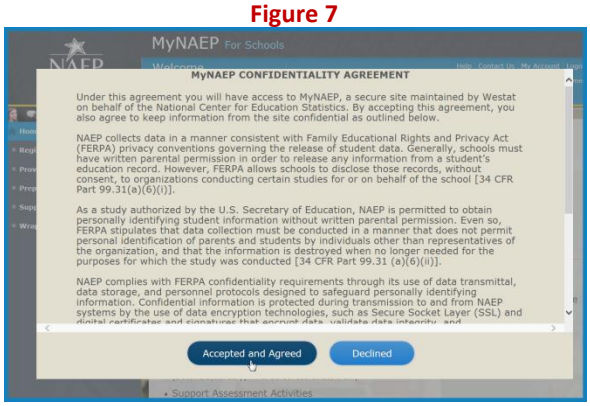
8. Write down your assigned username. You will need your username **and** password to access MyNAEP throughout the year. Select **Continue to MyNAEP**.

Figure 6



9. All school personnel that register for MyNAEP must accept a confidentiality agreement. The confidentiality agreement will appear in a new window, please review and accept the agreement to access the site.
    a. Multiple people from your school or district may register for MyNAEP by using the same registration ID.
    b. District registrants will automatically be able to view the MyNAEP page for each selected school by **using a drop-down menu in the blue banner**.
    c. If you are a principal or school coordinator who is responsible for more than one school, select **Register More Schools** from MyNAEP's left menu and enter the additional registration ID(s), one at a time.

Figure 7



10. Select **Provide School Information** from the left hand menu. Use the links to enter your school's contact and characteristics information, including your school's name, address, and the calendar.

11. Under the **School Characterisitics Information** enter the **date your school adjourns for winter break**, the **date your school returns from winter break**, and the **last day of school**.

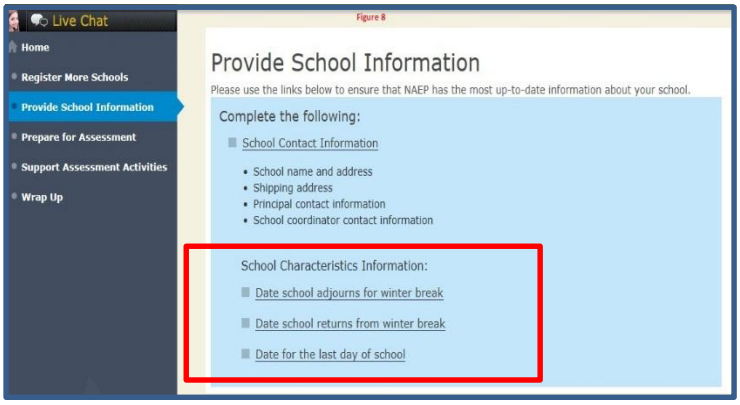



Figure 8